

St. David's Episcopal Church

Vestry Meeting

April 19, 2017

Present: Mary Esther Arthur, Pat Hodde, Kathy Kent, Lee Moody, Mike Roehrer, Christine Rudolphi, John Simonelli, Marty Stanton, Jennifer Trevisan, Dale Pappas-Wilhelm, Irene Williams

Excused: David DeSmith

A quorum was established and the meeting was called to order at 7:00 p.m. The opening prayer was led by Mr. Simonelli. Ms. Trevisan led a spiritual moment with reminiscences of her late college friend Larissa.

Transition Discussion

All Vestry members have the "Leave Taking in Your Congregation" handout from last month's meeting. Mr. Simonelli led the discussion of some of the key steps in the transition process.

There are two separate committees involved, a transition committee and search committee. Mrs. Kent inquired if an individual can be on both committees. Mr. Simonelli indicated that that practice was not recommended.

The most important task at hand that must be done before anything else is to complete a parish profile. The last profile was completed in 2003 and is no longer viable. We have more lay leaders than we did in 2003. The task is quite daunting but is essential in providing direction for our interim search and for selecting a new Rector. The parish profile will require Vestry approval. It is recommended that we do not use a priest in charge and continue to focus on an interim priest. Interims are especially recommended when the parish has had the same priest for a long time. Additionally, an interim priest is specially trained to support parishes during periods of transitions.

Mr. Stanton suggested that we may want to poll the parish for some of the Parish Profile questions. Others may be able to provide information.

From Sunday July 2nd through Sunday September 2nd, we will be using visiting clergy and also hold three morning prayer services. As already agreed, we are going to a single service in the summer to defray the costs of the supply priest. Additionally, we are using local visiting clergy to further defer costs. Supply priests are \$225.00 plus mileage per Sunday. All told there are 18 weeks that need to be covered.

Mr. Rohrer asked if we did not have an interim priest by reunion Sunday, can we afford to keep supply clergy? Mr. Simonelli indicated that as we will no longer be paying Rev.

DeSmith' s salary, pension or housing, we should have funds to continue to use guest clergy. Mrs. Arther indicated that we may have some pension payment obligations.

There will also be an established roster of clergy to visit shut-ins and provide pastoral care.

The wardens, Mr. Simonelli and Ms. Trevisan will be keeping the congregation informed at each step of the process. Monthly updates have been suggested. Ms. Trevisan is composing a letter detailing what is happening now—David's farewell, summer plans, and the transition team.

Mr. Simonelli indicated the transition team has been formed. Its members includes Mr. Simonelli, Ms. Trevisan, Mr. Horton and Mrs. Moody.

The search committee is typically a bigger body and is typically chaired by a Vestry member to keep the Vestry informed. The search is time and labor intensive. Besides interviewing, you need to hear the candidate preach. Mr. Moody inquired if there is a time-line as to when we can expect a new Rector. Mr. Simonelli responded that is not unusual for the process to take over a year. We can expect an interim for six to nine months. There is also a possibility that the rector may not be full-time. More and more parishes are using part-time clergy. In the Diocese of New Jersey, 70% of the clergy is part-time. It was suggested that we reach out to parishes local to us that have part-time clergy.

The May Vestry meeting will include a visit by Colleen Hintz from St. Paul's Redeemer and hopefully, Canon Jacobs. Mr. Simonelli reiterated that we can expect complete support from diocese. Because of the transition, the Vestry will also meet in July. Mr. Simonelli has urged Vestry members who would normally rotate off in January to stay on through the search process.

OPPORTUNITIES

"The Three Ships": Membership, Discipleship and Stewardship

Latest Listening from the Congregation:

- Mrs. Pappas-Wilhelm received a suggestion to make the service booklet more consistent. Since the booklet indicates "kneeling as able", it should also indicate "standing as able"
- Mr. Moody reported a concern about the Kinnelon councilman collecting signatures for political purposes after service was not appropriate. All agreed that political soliciting should not be permitted. Mrs. Arther noted that the councilman did apologize for the solicitation.

Going Local

The team did not meet.

Stewardship Commission Update:

- The Stewardship Commission will review the menu for David's farewell. The event will be catered by Market Basket.
- Mrs. Kent will arrange for the flowers.
- The spring fling dance is scheduled for Saturday, May 20th. Ms. Rudolphi will do the sign-up poster. The theme will reflect Armed Forces Day.
- The September Thrill of the Grill is still set to be a beer pairing. Stewardship is visiting local breweries.
- The Time and Talent booklet will be amended at the next Stewardship Meeting on May 8th. In the interest of time, the booklet will be sent to the Vestry via email for approval.

Budget and Finance:

Did not meet.

OPERATIONS

Agenda Approval

There was a change to the Sunday Vestry highlights. Ms. Rudolphi will do the highlights. Ms. Trevisan made a motion to approve the Agenda as amended. Ms. Williams seconded the motion. All voted to approve.

March 2017 Minutes Approval

Mrs. Dale Pappas-Wilhelm made a motion to approve the March minutes as presented. Mr. Roehrer seconded the motion. All voted to approve.

Memorial Garden Fees

Last month, the Vestry voted to increase the fees from \$365 to \$575.00. Mrs. Arther indicated that the price for the bronze plaques may continue to rise. She suggested that the information booklet describing interment in the Memorial Garden should be changed to read "a minimum of \$575.00" rather than "the cost is \$575.00". Ms. Trevisan made a motion to accept the change, all voted to approve.

Vestry on Duty

Mr. Simonelli passed around the clipboard for Vestry on Duty sign-ups.

Confirmation of E-mail Vote:

The vestry confirmed the email vote not to include Strengthen Our Sisters in our Easter Outreach appeal.

Election of Diocesan Delegates

An oversight occurred at the January Parish meeting and we neglected to elect diocesan convention deputies for 2 year terms (2018 and 2019). Three convention

deputies are needed. Rich Dobson, Julie Dolci and John Simonelli were nominated to serve as our deputies. Mrs. Williams made a motion to accept the slate of deputies. Ms. Trevisan seconded. All voted to approve.

There is also a need to have a layperson attend District 2 Bishop search meeting. Ms. Rudolphi volunteered to attend.

Rector's Report

THANKSGIVINGS

Rev. DeSmith offered thanksgivings for all those who made our Holy Week and Easter so special especially our musicians, altar guild members and all the volunteers who helped with Maundy Thursday and Good Friday; specifically noting Joan Ludwig who coordinated the St. David's Players and John Simonelli who coordinated the Agape Supper. Special thanks to Mike Roehrer for assuming the sexton duties when Guy Baskinger took a few vacation days last month.

Other Thanksgivings: Include birthday wishes to Rich Dobson. Ms. Rudolphi also gave thanksgivings on the wonderful Good Friday music. Mr. Simonelli expressed thanksgiving for the privilege of serving at St. Paul's shelter. Mr. Simonelli also relayed how much Mrs. Hook enjoyed attending Vestry University and expressed her thanks.

Rev. DeSmith noted that his transition as per diocesan guidelines will include two exit interviews, one with wardens scheduled for Saturday, May 13th and will be facilitated by Fr. Keith Gentry, Rector of St. Michaels, Wayne. The second interview is scheduled for Tuesday, May 23rd with Bishop Beck and Canon Greg Jacobs.

Rev. DeSmith noted how keenly aware he was of his "lasts" – last Holy Week, Easter Day, etc. As he looks back on all that has been shared together, he is very grateful.

A new smaller AA group is now scheduled to meet on Wednesdays from 8pm to 9pm. The group is aware that the Vestry will be in the building every third Wednesday. The fee will be \$75.00 per meeting.

New Member recognition will go ahead during the coffee Hour on April 30th. We will be recognizing Sheri Isler and Mark, Gabriela and Matteo Greider. Mrs. Pappas- Wilhelm will get a cake for the occasion.

Treasurer's Report

The 2017 March Operating Statement was presented. Highlights include:

1. Pledge income of \$12,593 includes half of parishioner's total pledge.
2. Fund Raising of \$343 includes the net from the Fish and Chips Supper.
3. FICA /SECA Tax of \$1538 includes Rev. DeSmith's first quarter social security.

4. Grounds Maintenance \$1014 was for snow plowing and rock salt.
5. Building Maintenance \$1205 was
 - a. Service Contract for Church and Rectory air conditioning.
 - b. Lowes \$15.00
 - c. Pest Control \$186.00
 - d. Janitorial Supplies \$35
 - e. Crest Furnace emergency repair \$488.00
6. Leadership Development (Vestry University) \$100.00 for fees.
7. Advertising \$279.00 for the music director search. Although the fee was incurred in 2016, it was not invoiced until now.
8. Music \$175.00 for the yearly license to reproduce music.
9. Technology and Systems \$255 for quarterly computer contract.

We continue to operate with a surplus.

QuickBooks Financial Reports:

St. David's Balance Sheet and the P/L statement for March 2017 were presented and reviewed.

It was noted that the quarterly statements will not be released until June.

Mrs. Arther noted that the letter to the Diocese of Newark regarding Rev. DeSmith's resignation included the February financial reports.

Mr. Stanton made a motion to approve the Treasurer's and QuickBooks statements. Mr. Moody seconded. All approved.

Vestry University

Once again attendees from our Vestry and Budget and Finance Committee were pleased to participate in informative and comprehensive workshops. Mrs. Hodde noted that it is nice to be among a larger group and understand that you are part of the whole. Both Mrs. Hodde and Mr. Simonelli encouraged Vestry members to attend the University when possible,

Property Committee

The Property Committee did not meet, but Mr. Roehrer provided the following updates:

- Saturday April 22nd is Spring Clean-Up day. Five yards of mulch will be delivered. Mr. Roehrer will handle the delivery
- Now that spring is here, the windows in the Rectory can be readdressed. Mr. Barron will be contacted the pick-up where he left off. Monies from 2016 Bishop's (ER) Church Emergency Fund (and) will be used for the replacement windows.

- A/C contracts for the rear and central A/C units are being reviewed. Samsung A/C contract is rather expensive. The church units are new and are only used for a few hours.

Outreach Committee

The team met with West Milford Apple Acres community gardener David Hallowell. He answered questions about soil quality, managing the garden, costs, fencing, crop planting and education. Mrs. Pappas-Wilhelm indicated the going local will review regulations for moving forward. Additionally, Vestry approval is needed.

Mrs. Kent noted that there is a need to further define the purpose of the garden. Will it be open to the community, or do we intend to manage and give the food away? Mr. Stanton noted that when properly run and supported by the community, gardens can be successful. Some Apple Acres crops do go to families in need.

May 2017 Calendar

Several changes were made to the calendar. A motion was made to approve the calendar as amended. All voted to approve.

This meeting concluded at 9:00 p.m. with the Lord's Prayer.

The next Vestry meeting is Wednesday, May 17, 2017 at 7:00 p.m. in the Skylight Room. Mrs. Kent will lead the opening prayer, and Mrs. Hodde will led the Spiritual Moment. Mr. Simonelli will do the Vestry Highlights at 10:15 service.

Respectfully submitted,

Christine Rudolphi
Clerk